



WC03 - Admission Policy

College Policy	
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Introduction

Westerfield College is committed to providing a high-quality education to students aged 16–18. Our mission is to foster academic excellence, personal growth, and social responsibility in a supportive and inclusive environment. This policy outlines our admission criteria and procedures.

Purpose

The purpose of the admission policy is to outline the procedures and criteria for admitting students to the college, ensuring fairness, transparency, and compliance with relevant laws and regulations. It is also meant to provide guidance for staff, students and parents and to foster a diverse and inclusive college community.

Procedure

Admission Criteria

Academic Requirements:

Minimum 5 GCSE/IGCSE (or other equivalent) passes (A*–C) including English and Mathematics. Subject-specific requirements for A-Level courses (see appendix).

Residency Requirements:

Students must be UK/EU citizens or have indefinite leave to remain.

Age Requirements:

Students must be 16–18 years old.

Application:

Submit the completed application form by [deadline].

Provide supporting documents (GCSE certificates, reference).

Interview:

Attend an interview with Sixth Form staff.

Offer:

Receive an offer letter outlining the terms of admission.

Prioritisation of Applications

Information Classification: Private
Status: Draft

1. Internal applicants (current students).
2. External applicants with a strong academic record.
3. External applicants with exceptional talent or circumstances.

Over-Subscription Criteria

In the event of over-subscription, the College will prioritise applicants based on:

1. Academic achievement.
2. Attendance and behaviour record.
3. Interview performance.
4. Reference from previous school.

Appeals Procedure

Applicants may appeal admission decisions. Appeals will be considered in line with the Complaints and Appeals Process (WC28)

Admission Timeline

Application deadline: [Date]

Interviews: [Dates]

Offer letters sent: [Date]

Acceptance deadline: [Date]

Special Considerations

1. Students with special educational needs or disabilities.
2. Students with English as an additional language.
3. Looked-after children or previously looked-after children.

Policy Review

This policy will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by